

Guidelines for OMEA Recorder Contributors

Amended August 2011

The Recorder publishes a broad spectrum of scholarly articles and reports in educational foundations in music education, research-based discussions and evolving practices pertinent to the discipline in Ontario. The journal is now peer reviewed by authorities of provincial standing. Authors wishing to submit material for consideration should follow the guidelines printed below.

Text

Submissions must be typed with double spacing throughout and should not normally exceed 4000 words. Please format text with *only one space after periods*. No upper case CAPS, bold type, or underlining for emphasis please. In addition to a hard copy, authors should supply an electronic copy, as an electronic e-mail attachment saved as text or as a Word document. Other formats will cause delays in the review of the materials and possible publication.

Images

Pictures and/or graphics accompanying articles should be sent as digital files and as attachments only.

Scanning

Please carefully follow these scanning specifications before submitting scanned images to accompany your article. If you do not understand how to use a scanner at this level, please consult someone who does. Every Kinko's, Business Depot, Staples and many independent camera shops in every large, medium-sized and small town in Ontario can easily do this for you for a small price. Failing that, consult with a tech colleague at your school or your students for their assistance.

- 1) Select the image, etc. to be scanned with the selection tool in Preview Mode. Please do not submit full page scans.
- 2) All scans should be set at 100%, grayscale only, @ 300 dpi and be saved as Jpegs, TIFFs or PDFs.
- 3) Scans larger than 3 or 4 Mbs should be Zipped (compressed) before submission.
- 4) Anything less than the above will print poorly and be declined for inclusion.

Please send scanned files to the Editors as separate attachments, labeled in accordance with your article, ie.: "Smith 4.jpg", "Jones 2.tif", "Merkley Table 9.pdf" etc. Do not imbed image files into your Word doc. Rather, image files be should sent as attachments only. Insertion points should be indicated *within the text of your article* so we clearly know where you wish to place them, ie.: Place "Scan 1.tif" Here or Place "Jones 4.pdf" Here. Ensure the file names all match to avoid any confusion.

Following these instructions will ensure your images (and you) will look your best!

Style and References

All manuscripts must be prepared according to the style described in the Publication Manual of the American Psychological Association (Fifth Edition). Spelling should conform to Canadian standards such as prescribed in the Gage Canadian Dictionary except in quote material from foreign English language publications. Samples of the Reference format are as follows:

Churchley, F. (1969). Music curriculum and instruction. Toronto: McGraw-Hill.

O'Neil, J. (1990). Making a sense of style. *Educational Leadership*, 48(2), 4-9.

Short quotations (40 words or fewer) should be incorporated into the body of text with single quotation marks. Longer quotations should be double indented and single spaced. All quoted material must be identified by author, year and page number, eg. Mark (1986, p. 172). General ideas and supporting themes must be cited by author and year. All material cited in the body of the submission must be included in the References.

A brief autobiographical note as to institution affiliation and general duties and interests in music education should be attached to a separate sheet.

All submissions are to be made to either of the Co-Editors and receipt will be acknowledged. Submissions will be peer reviewed if requested by the author; peer referees are of provincial/national standing in music education. Authors of all submissions accepted for publication must assign the copyright of the material to the OMEA.